

## Vermont Government Finance Officers Association

The Vermont Government Finance Officers Association is pleased to present our 2018 Fall workshop. Please join us as we present three informative sessions offering a total of 4.5 hours of continuing education credit. This fall's workshop is being presented at the Franklin Conference Center in Rutland, Vermont.

### Writing Effective RFP's

Government employees regularly prepare RFP's, whether it is for banking services, professional services, and more. Mike Gilbar of the Vermont League of Cities and Towns will help walk us through the RFP process.

### Working with Excel

Sarah Macy from the Town of Essex will focus on how Excel can be helpful to municipal finance officers by building from the basics to more intermediate skills.

### Best Practices and Policies for Banking and Investments—Panel Discussion

Banking and Investment Best Practices and Policies are essential regardless of the size of the government. This panel will primarily concentrate on what these three members consider to be important elements of good best practices and policies in Vermont.

Please come and share some time with your colleagues.



# 2018 FALL WORKSHOP

*TUESDAY  
OCTOBER 23, 2018*

FRANKLIN CON-  
FERENCE CENTER,  
RUTLAND,  
VERMONT

VERMONT GOVERNMENT FINANCE  
OFFICERS ASSOCIATION

89 Main Street, Suite 4  
Montpelier, VT 05602  
[www.vtgfoa.org](http://www.vtgfoa.org)

Tel: 802-229-9111  
[www.vtgfoa.org](http://www.vtgfoa.org)

VTGFOA FALL WORKSHOP  
OCTOBER 23, 2018  
AGENDA

**Come and network with  
your colleagues!**

VTGFOA FALL WORKSHOP  
OCTOBER 23, 2018  
REGISTRATION FORM

8:30 AM **Registration**

9:00 AM **Welcome** Sarah Macy, VTGFOA  
President

9:10 AM **Garbage In, Garbage Out: Writing  
Effective RFP's**

A well-written and thoughtful request for proposals will yield more satisfactory results than RFP's that are incomplete, poorly structured, or vague and ambiguous. Learn how to include the right components and language as well as strategies for executing an RFP process that will give you the kind of proposals you need.

**B. Michael Gilbar, Chief Financial Officer, Vermont League of Cities and Towns**

10:30 AM **Break**

10:45 AM **Using Excel as an Important Tool for  
Finance Officers**

Excel can be an extremely powerful tool, but without a basic framework it can turn into Excel-hell. From the simple to the complex, Excel has seemingly unlimited applications. This session will focus on how Excel can be helpful to finance officers by building from the basics of setting up a useful workbook to more intermediate skills such as using tables for data analysis. Covering formatting tips, exporting NEMRC data into Excel, useful formulas, tables and more will leave you with a list of practical tips and processes to streamline and enhance your workbooks.

**Sarah Macy, Assistant Finance Director, Town of Essex, Village of Essex Junction, VT**

12:00 PM **Lunch**

1:00 PM **Best Practices and Policies for Cash  
Management and Investments—  
Panel Discussion**

Regardless of the size of your community, or the complexity of your banking or investing, it is important to have best practices and policies in place to guide you. This session will present a panel who will discuss what they consider to be important elements to consider when crafting these practices and policies on a local level. In addition, there will be other sources that can be consulted if you want to explore these in more detail.

**Moderator: William Hall, Senior Financial Consultant, Vermont League of Cities and Towns**

**Panelists:**

**B. Michael Gilbar, CFO, VLCT  
Todd Provencher, Finance  
Director, City of Montpelier VT  
To be Determined**

2:15 PM **Safe Journey Home!**

These programs are designed to qualify for 4.5 hours of continuing professional education credit under the standards contained in Rule 9.2 of the Office of Professional Regulation of the State of Vermont.

The Franklin Conference Center at the Howe is located on One Scale Avenue in Rutland, off Strongs Avenue near the Price Chopper/Walmart Plaza in downtown Rutland. For more information, visit their website: <https://www.franklinconference.com/directions.html>

Name/Title

Muni/Address

Phone/Email

**Registration Fees:**

- \$55.00 VTGFOA members  
 \$80.00 Non members

*Please check here for a vegetarian meal*

No refund is available if cancellations are made within seven days of the workshop.

**Method of Payment**

- Check Enclosed  Pay at the Door

Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_

**Registration deadline: Tuesday October 16.**

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89 Main Street, Suite 4  
Montpelier, VT 05602

Phone: 802-229-9111

Fax: 802-229-2211

Email: [tbachand@vlct.org](mailto:tbachand@vlct.org)